



Coastal Pines Technical College
Drug and Alcohol Prevention Program
Biennial Plan/Review

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Drug and Alcohol Abuse Education Program - Biennial Plan

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education, such as Coastal Pines Technical College(CPTC), to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by CPTC students and employees. This act addresses activities on and off campuses and centers, both on its premises and as a part of any of its activities. Institutions of higher education must annually distribute the following in writing to all students and employees:

- standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- a description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- a description of any drug or alcohol counseling, treatment, or rehabilitation or reentry;
- a clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- to determine the effectiveness of the policy and implement changes to the alcohol and drug program (if needed);
- to ensure sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- the number of drug and/or alcohol-related violations that occurred on campus or as part of activities reported to campus officials;
- the number of drug and/or alcohol-related fatalities that occurred on campus or as part of activities reported to campus officials;
- the number and type of sanction the institution imposed on students or employees as a result of such violations or fatalities.

Coastal Pines Technical College's Biennial Plan

Coastal Pines Mission Statement

Coastal Pines Technical College, a unit of the Technical College System of Georgia, is a multi-campus, two-year college in Southeast Georgia that supports the workforce development and lifelong learning needs of communities, businesses, and industries. Through traditional and distance delivery formats, the learner-centered College offers associate degree, diploma, and technical certificate programs; continuing education opportunities; adult education services; and customized training for economic advancement.

In order to comply with the 1989 Amendments to the Drug-Free Schools and Communities Act, Coastal Pines Technical College (CPTC) will create a drug and alcohol awareness program to be reviewed biennially by the Behavioral Intervention Team. Coastal Pines Technical College acknowledges its legal obligation to conduct a biennial review to ensure compliance with the Drug-Free Schools and Communities Act, and the Counseling and Special Services Director is responsible for conducting the review and reporting the findings. This biennial review summarizes the programs and activities related to alcohol and drug prevention at all CPTC locations. Data used to compile the review was obtained from the Student Affairs Office and Human Resources Office.

Behavioral Intervention Team Members

Cathy Montgomery, Counseling and Special Services Director
Karla Nordone, Vice President for Student Affairs
Amanda Morris, Executive Vice President and Vice President for Academic Affairs
Katrina Howard, Director of Human Resources
Ethan Johnson, Chief of Police
Lauren McCullough, Student Navigator
Tim Woodward, Student Affairs Director
Katrena Felder, Executive Director Adult Education
Denise Wedington Jones, Academic Affairs coordinator

Committee Members examined the following information:

- alcohol and drug policies at similar institutions;
- alcohol and drug information provided to students;

- published policies in the *CPTC Student Handbook* related to drug and alcohol use on campus and the sanctions imposed for failure to comply;
- published policies in the *CPTC Employee Handbook* related to drug and alcohol use by employees and the sanctions imposed for failure to comply;
- *Technical College System of Georgia's Drug-Free Workforce Policy 4.8.1*
- *Technical College System of Georgia's Drug-Free Schools and Communities Policy 6.7.1*
- numerous resources available to students and employees regarding drug and alcohol abuse;
- incident reports related to possible infractions of the drug and alcohol policy presented to students;
- local, state and federal mandates.

Summary

Coastal Pines Technical College (CPTC) is a non-residential institution offering career and technical education. CPTC is one of 22 colleges in the Technical College System of Georgia (TCSG) serving roughly 3500 students across seven campuses in Southeast Georgia. TCSG, the governing body for CPTC, has documented policies specific to drug and alcohol use on campus. In accordance to TCSG policy 4.8.1. (<https://tcsge.edu/tcsgpolicy/files/4.8.1.pdf>), CPTC is committed to providing a safe and healthy learning environment that enriches our students, faculty, and staff. CPTC implements and adheres to TCSG Policy 4.8.1 which prohibits the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on CPTC campuses.

Coastal Pines Technical College's Drug and Alcohol Policy

Coastal Pines Technical College prohibits the possession or use of illegal drugs and alcohol on or around its property at any time, except for those areas licensed under the laws of the State of Georgia. Areas where the use is prohibited include student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered CPTC property.

Any violation of this policy will result in prosecution under Georgia law when applicable; as well as, disciplinary action by Coastal Pines Technical College deemed appropriate within the student conduct requirements described in the *CPTC Student Handbook*, *CPTC Employee Handbook*, and *Technical College System of Georgia Drug-Free Workplace Policy 4.8.1*.

This policy addresses alcohol, drugs and other intoxicants. The policy clearly states the rules regarding possession, consumption, distribution of intoxicants within CPTC's owned or operated buildings, property, and grounds including administrative and instructional; the policy applies to all employees, students and visitors. In all instances, this policy will be construed to comply with federal and state law.

No faculty, student, or staff member may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on CPTC's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action. Specifically, in the case of a drug related offense, the student shall minimally be suspended for the remainder of the term and forfeit all academic credit for that period.

Coastal Pines Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, CPTC shall with respect to any student so convicted:

- take additional appropriate action against such student up to and including expulsion, as it deems necessary.
- provide such student with a description of drug or alcohol counseling treatment, rehabilitation, or re-entry programs that are available for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.

Coastal Pines Technical College is responsible for providing information to students of financial penalties for drug law violations.

Employees

The Federal Drug-Free Workplace Act of 1988 was enacted to ensure that work done under federal contracts or grants is performed in drug-free work environments.

- Such activity, even during non-working hours, clearly affects an employee's ability to perform public duties.
- No employee may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at the workplace. Such unlawful activity shall be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment.

- All employees are required to report any post-employment arrest, as well as the subsequent disposition of the pending charge(s) (e.g., conviction, plea of nolo contendere, dismissal, etc.), to his/her immediate supervisor or reviewing manager no later than two (2) business days following the arrest and, later, the final disposition. NOTE: Applicable provisions of the federal Drug-Free Workplace Act of 1988 pertaining to work done under federal contracts or grants stipulate that the TCSG must notify the appropriate federal funding agency of a criminal drug statute conviction (by a covered employee) occurring in the workplace within ten (10) days after receiving notice of the conviction. (Reference: TCSG policy 4.8.1)
- Coastal Pines Technical College shall notify the appropriate federal funding agency within ten (10) days after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of conviction. *CPTC Employee Handbook Effective July 1-12 Page 34 Version 1.*
- Coastal Pines Technical College, at its discretion, may change, delete, suspend or discontinue any parts of and/or an entire policy, at any time without prior notice. Employees will be notified in the event of a policy change. Policy changes apply to all employees. Within thirty (30) days of notification of conviction, Coastal Pines Technical College shall with respect to any employee so convicted:
 - Take appropriate personnel action against such employee up to and including termination.
 - Require such employee to participate in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. See Georgia's Drug-Free Public Work Force Act of 1990.
- The President, in conjunction with Human Resource and the employee's immediate supervisor, shall maintain a drug-free awareness program that shall inform employees of the following:
 - The dangers of drug abuse in the workplace and elsewhere.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - Any penalties to be imposed upon employees for drug abuse violations occurring in the workplace (Reference TCSG Policy 4.8.1)

Workplace Policy

Coastal Pines Technical College shall be drug-free pursuant to the provisions of the Federal Drug-Free Workplace Act of 1988, the Drug-Free Public Workforce Act of 1990, and applicable

State law. It is expressly prohibited for any CPTC employee to engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, unauthorized drugs, inhalants, or other controlled substances (as defined in(O.C.G.A.§16-13-21) while performing state business, e.g., while performing assigned duties and responsibilities on State premises or worksites, while traveling in a State leased or rental vehicle, or a personal vehicle upon which the State is providing or could provide a mileage reimbursement, while traveling commercially, etc. NOTE: Using another person’s prescription drug(s)/medication(s) is prohibited as this activity is illegal under Georgia laws. Violation of this policy and/or applicable provisions of the policy will result in positive disciplinary actions up to and including dismissal from employment. (Reference TCSG Policy 4.8.1)

Human Resources Drug and Alcohol Incident Reports of Staff

Year	Incidents in Work Place	Outcomes
2018	0	
2019	0	
2020	0	
2021	0	

Coastal Pines Technical College Enforcement

Coastal Pines Technical College does have a sanctioned Police Department described below; however, the primary sources on campus that enforce the alcohol and drug policies are the Student Affairs and Human Resources Departments. The Human Resources Department handles employee interventions and/or sanctions. It is the primary responsibility of the Vice President for Student Affairs or Designee to assess instances of infractions by students and to determine sanctions. The Employee Assistance Program and the Counseling and Special Services provide resources to employees and students of CPTC.

Coastal Pines Technical College's Campus Police

Coastal Pines Technical College is committed to a safe educational environment for students and a safe working environment for faculty and other staff. CPTC has a security officer on campus during the hours students occupy the buildings. For an emergency requiring immediate assistance please dial 911. For non-emergency assistance:

- Alma: 912-427-1890
- Baxley: 912-427-1890
- Camden: 912-427-1890 or College of Coastal Georgia Campus: 912-510-3300
- Golden Isles: 912-427-1890
- Hazlehurst: 912-427-1890
- Jesup: 912-427-1890
- Waycross: 912-427-1890

Any student desiring to be escorted to their vehicle in a CPTC parking area should check-in with the front desk or your instructor for assistance. Special arrangements to and from a vehicle for parking or assistance will be considered on a case-by-case basis. In order to obtain assistance please contact your instructor, security staff, or the administrator on duty.

CPTC Health and Wellness Program

“Drug and Alcohol Abuse Education”

Campus/Student Life

As a non-residential institution, Coastal Pines Technical College expects that the student will normally secure medical services through a private physician. In case of a serious accident or illness, Coastal Pines Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for the cost of such emergency care at the hospital including ambulance charges, if in the opinion of the school authorities such service is necessary.

Drug-Free Schools and Communities Act

The possession or the attempted or actual sale, furnishing or use of alcohol, or any illegal, dangerous, or controlled drugs on the College premises or at any College-sponsored event is prohibited. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled.

Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit that is granted prior to the completion of administrative actions necessary to implement such suspension.

Federal Regulations

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol

abuse. Students and employees are expected to dress and act in a businesslike manner while attending classes and while 'on-the-job'.

At the discretion of the school administration, a student or employee may be dismissed from school or employment for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct.

Any student or employee convicted of a drug or alcohol crime may be dismissed from school or employment immediately. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion or employment termination. Furthermore, the institution may report the incident to local law enforcement.

Standards of Conduct

- Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
- Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
- The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
- The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

Official Code of Georgia Annotated

Title 20-3-2 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at any technical colleges, which through its officers, agents, or responsible members knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug at any affair, function, or activity of that student organization, social or otherwise, which such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn:

- Shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt, and

- Shall be prohibited from the use of all property and facilities of the institution with which it is affiliated or with which it operates, with any and all leasing, possession, or use agreements respecting the student organization's use of institutional property to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section,
- Subject to the administrative review and hearing procedures set forth in this code section.

CPTC Drug Free Campus Program

Drug-Free Campus Program: Covered during new hire orientations, as well as annual communications to employees and covered in New Student Orientation as well as emailed each semester to all students.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Coastal Pines Technical College (CPTC) provides the following information to provide a campus environment free of illicit drug use and alcohol abuse and to prevent the abuse of alcohol and drugs by students and employees.

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Coastal Pines Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense, the student shall minimally be suspended for the remainder of the term and forfeit all academic credit for that period.

Coastal Pines Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.

2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Coastal Pines Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

1. The dangers of drug and alcohol abuse on the campus and elsewhere.
2. Any available drug and alcohol counseling, rehabilitation and assistance programs.
3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Criminal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts at the current Safe and Secure Web site detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days to 2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days to 3 years and a minimum fine of \$5000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5 to 20 years in prison and a minimum fine of \$1000 for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for the first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk and be upon a roadway while under the influence of alcohol or other drugs. The punishment for these

offenses may include imprisonment, payment of fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

The use, possession, manufacture, distribution, dispensing, and trafficking of illegal drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of potential federal statutory maximum penalties.

However, precise federal sentencing is governed by the Federal Sentencing Guidelines. Please note that sentencing under these guidelines can result in penalties that are more severe than the federal statutory maximums and which are more severe than the penalties imposed under state law under certain circumstances.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853(a)(2), 881(a)(7) and 881(a)(4)].

Further, persons convicted on federal drug trafficking within 1,000 feet of Coastal Pines Technical College may face penalties of prison terms and fines that are twice as high as regular penalties for the offense, with a mandatory prison sentence of at least one year [921 U.S.C. sec. 845(a)].

Disciplinary Sanctions Imposed by Student Code of Conduct

In compliance with the Technical System of Georgia (TCSG) State Board Policy, Coastal Pines Technical College has established and maintains a system of student discipline that is fair and efficient and carries out the TCSG policies which can be found at www.tcsg.org. Coastal Pines Technical College recognizes its responsibility to provide an atmosphere conducive to educational activity. With these principles in mind, the Coastal Pines Technical College establishes a Student Code of Conduct which is reviewed annually by the Student Leadership Committee.

While on institutional grounds, which includes school sponsored activities, institutional vehicles, and clinical affiliates, a student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The unlawful possession, use, or distribution of illicit drugs and alcohol on campus, in any facility, or at any function of Coastal Pines Technical College is prohibited and may be considered sufficient grounds for serious punitive action,

including expulsion, and may be punishable by local, state, and federal law, which may include a fine, prison term, or both.

Coastal Pines Technical College will impose sanctions on students that violate institutional policy on unlawful possession, use, or distribution of illicit drugs and alcohol by: (1) Temporary or permanent dismissal and (2) Referral for prosecution. Note: Use of a drug as prescribed by a medical prescription written specifically for the user by a registered medical practitioner shall not be considered a violation of this rule.

Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

Students and Employees Receive information about Drug and Alcohol Policy:

- Information on drug and alcohol abuse prevention and a description of the health risks associated with illicit drug, alcohol and tobacco use
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

Distributes information and materials to all students and employees via:

E-mail

- Employees annually during Fall Semester
- First week of each semester for all students (returning and new students)

Printed materials

- New employees at new employee orientation
- New students at new student orientation

Online Orientation

- New students at online orientation

Website

- Information maintained on school website

Staff Development

- All employees at annual staff development training

Alcohol and Substance Abuse Information on Health Risks Distributed

Counseling and Special Services Team distributes alcohol and substance abuse information pamphlets and promotional items throughout the academic year at New Student Orientation, Student Activity days, and organizational functions for students. Notices of these times are posted throughout the campus and on plasma screens in student areas around the campuses.

Coastal Pines Technical College provides literature on drug and alcohol abuse prevention, including health risks associated with drug and alcohol abuse, legal sanctions imposed for violation of code of conduct, and information on counseling and referral services.

[Health and Wellness - Services | coastalpines.edu](https://www.coastalpines.edu/Health-and-Wellness-Services)

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

- The use of illicit drugs and the abuse of alcohol can, and in many instances, very probably will, lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.
- Cocaine provides a short-lived "high" followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use.
- The dangers of this highly addictive drug and its close derivative, "crack", are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.
- Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the "high" may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances it can depress the immune system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.

- Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.
- Hallucinogens such as LSD, Mescaline and Peyote, amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis and possible death.
- Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death.
- Prescription drugs, used improperly, can cause tired-ness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.
- Alcohol, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer, and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

Health risks associated with Tobacco Use

- Lung cancer is the leading cause of cancer death in the United States for both men and women. (Source: *Cancer Facts & Figures 2013*)
- Lung cancer is the most preventable form of cancer death in our society. (Source: *Cancer Facts & Figures 2013*)
- Lung cancer estimates for 2013 (Source: *Cancer Facts & Figures 2013*):
- *New cases of lung cancer:228,190*
Males: 118,080
Females: 110,110
- *Deaths from lung cancer:159,480*
Males: 87,260
Females: 72,220
- Besides lung cancer, tobacco use also increases the risk for cancers of the mouth, lips, nasal cavity (nose) and sinuses, larynx (voice box), pharynx (throat), esophagus (swallowing tube), stomach, pancreas, kidney, bladder, uterus, cervix, colon/rectum, ovary (mucinous), and acute myeloid leukemia. (Source: *Cancer Facts & Figures 2013*)
- In the United States, tobacco use is responsible for nearly 1 in 5 deaths; this equals about 443,000 early deaths each year. (Source: *Cancer Facts & Figures 2013*)
- Tobacco use accounts for at least 30% of all cancer deaths and 87% of lung cancer deaths. (Source: *Cancer Facts & Figures 2013*)

- Cigarette use has declined dramatically since the release of the first US Surgeon General's Report on Smoking and Health in 1964. Even so, about 21.6% of men and 16.5% of women still smoked cigarettes in 2011, with about 78% of these people smoking daily. (Source: *Current cigarette smoking among adults – United States, 2011*)
- Cigarette smoking among adults age 18 and older who smoked 30 cigarettes or more a day went down significantly from 2005 to 2011 – from 12.6% to 9.1%. But the number of adults who smoke 1 to 9 cigarettes a day went up during this same time – from 16.4% to 22%. And still, nearly 44 million American adults smoke. (Source: *Current cigarette smoking among adults – United States, 2011*)

The use of tobacco in any form is prohibited on all Coastal Pines Technical College's campuses. Any violation will result in a disciplinary sanction.

Drug and Alcohol Abuse Education Programs

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail themselves of sources to identify the services or programs which most closely meet their specific needs.

Consistent with its educational mission, Coastal Pines Technical College provides useful and informative educational programs on drug/alcohol abuse. Counseling and Special Services sponsors workshops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles.

The following agencies can be contacted for assistance with drug/alcohol abuse related issues. Confidential help and services are available by contacting the following:

- A.C.E. Foundation #2 Dawson Ln. Ludowici GA 31316 (912) 545-9711
- AA - Alcoholics Anonymous in Georgia, St. Paul's Episcopal Church, 745 S. Palm St. Jesup GA 31545 M&Th 6:00 p.m.
- AA - Alcoholics Anonymous in Georgia 837 East Pine Street Jesup GA 31598 Everyday 8:00 p.m.
- Al Anon/Alateen Family Groups of Georgia 745 S. Palm St. Jesup GA 31545 M&Th 7:00 p.m.
- Applying Counseling Center, 755 South Main St., Baxley GA 31513, (912) 367-4614
- Bethesda House of Mercy ,1010 Mary St., Waycross GA 31501, (912)-283-8580
- Bridges of Hope Trust, 1326 Antioch Rd., Homerville GA 31634 ,(912) 487-2576
- Drug Abuse Services,1609 Newcastle Street , Brunswick GA 31520 , (912) 264-7340
- Drug-Free Wayne Co. Coalition 420 Cedar St. Jesup GA 31546 (912) 588-9747

- Focus Healthcare of Georgia, 2927 Demere Rd. , St. Simon's Is. GA 31522 , (800) 821-7224
- Free Hart Center, 446 W. Plum St. , Jesup GA 31545 , (912) 530-7793
- Gateway Behavioral Health Services, 700 Charles Gillman Jr Ave., Kingsland GA 31548, (912)-576-4205
- Gateway Behavioral Health Services, 1113 E. Oglethorpe Hwy., Hinesville GA 31313, (912) 368-3502
- Gateway Behavioral Health Services , 3441 Cypress Mill Road , Brunswick GA 31520, (912)-264-0979
- John's Place-Pineland CSB/CSU , 4 West Altman St. , Statesboro GA 30458 (912) 764-6129
- Narcotics Anonymous , 833 Pine St., Jesup GA 31545, (800) 334-3322
- Pineland/Wayne Service Center , 3850 S. Sunset Blvd. , Jesup GA 31545, (912) 427-4491
- Pineland Women's SA Day Services, 119 S. College St. ,Statesboro GA 30458 , (912) 764-1817
- Recovery Connection Hotline (800) 993-3869
- SeaSide Health Services, 118 St. Clair Dr., St. Simon's Is. GA 31522, (912) 230-0204
- Teen Challenge of Middle Georgia, 3729 US Hwy. 441 S, Dublin GA 31021 , (478) 984-5252
- The Fraser Center, 203 Mary Lou Dr. , Hinesville GA 31313, (912) 369-7777
- Unity Church of God, 1580 Sunset Blvd. , Jesup GA 31545 , (912) 530-6625
- Wayne Counseling Center, 244 Peachtree St. , Jesup GA 31545, (912) 427-9338

For Employees Only

- State Health Benefit Plan Member Services (800) 610-1863

Intervention/Prevention

Coastal Pines Technical College has several options available for students and staff members who maybe in need of alcohol and other drug abuse services. Local community health organizations are available to provide counseling for students and staff members. In addition, CPTC has an Employee Assistance Program for all employees and a Counseling and Special Services Director as well as outside referral agencies for students.

ESPYR –Employee Assistance Program

To take advantage of the EAP, contact Espyr by calling 855-584-3588, or you may securely request services from the website www.wspyr.com; The EAP program is free and confidential, with your right to privacy protected within the bounds of the law. The EAP will not disclose to

us who uses the program, so we will not be aware you are using the services unless you choose to inform us.

The EAP offers many services to employees including:

- 24/7 access to services
- A large variety of on-line resources and programs
- No-cost counseling and referral services
- Work/Life services including no-cost consultations with attorneys, financial professionals, child and eldercare services specialists and others

EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors and other professionals. EAP counselors are licensed mental health professionals. All have a master's degree or doctorate in their field of expertise.

AlcoholEdu

Coastal Pines Technical College has collaborated with EverFi, whose mission is to help students address critical life skills such as alcohol abuse prevention and sexual assault prevention in high schools and higher education institutions across the country. Each year over 1/2 million students complete these courses. As part of our comprehensive prevention efforts for new students, CPTC offers students AlcoholEdu enrollment any time during their time at CPTC. These online courses will empower students to make well-informed decisions about issues that affect your college years and beyond. These online courses are thoughtful, educated, and educating programs for adults committed to thinking about their life choices. More information about AlcoholEdu can be found at www.everfi.com.

Access to AlcoholEdu online courses is available at: <http://www.everfi.com/register>. EverFi is no longer used by TCSG as of 08/01/2021.

The National Clearinghouse for Alcohol and Drug Information is a website provided by the U.S. Department of Health and Human Services. There are links for different age groups, publications, news, and other resources. Look here for information on issues ranging from date rape drugs to binge drinking to HIV/AIDS prevention.

[Campus Drug Prevention](#)-An organization committed to promoting the importance of prevention and its role in helping ensure the health and safety of our nation's colleges and universities.

[American College Health Association](#) - An organization of college and university health professionals. This is a site that has training and program information that everyone can use.

[FACE Truth and Clarity on Alcohol](#) - A nationally recognized Alcohol Advocacy, Media Advocacy, and Training Group. FACE works in the Alcohol Education arena promoting Alcohol Awareness and Responsible Alcohol Practices.

[Facts on Tap Alcohol and Your College Experience](#) - Tips for avoiding abuse of alcohol while at college

[ForReal.org Marijuana Education for Teens](#) - Straight forward advice on drug use for teens and young adults.

[Go Ask Alice! Alcohol, Nicotine, and Other Drugs](#) - Information site from Columbia University on the effects of alcohol, tobacco, and other drug addictions.

[HadEnough.org](#) - Site that gives information on the dangers of binge drinking and alcohol abuse among college students.

Health and Wellness Resources

[CPTC Counseling Services](#)

[Crisis Line and Safe House of Central Georgia, Inc.](#)

[Georgia Sex Offender Registry](#)

[Human Trafficking Hotline](#)

[Georgia Department of Veterans Services](#)

[Georgia Department of Behavioral Health and Developmental Disabilities](#)

[2020 CPTC Annual Security Report](#)

Clery Act Drug and Alcohol Crime Statistics

Alma Site

Type of Offense	On-Campus			Non-Campus Building			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Arrests and Referrals for Disciplinary Action									
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Baxley Site

Type of Offense	On-Campus			Non-Campus Building			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Arrests and Referrals for Disciplinary Action									
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Camden Site

Type of Offense	On-Campus			Non-Campus Building			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Arrests and Referrals for Disciplinary Action									
Drug Abuse Violations	0	0	0	0	0	0	0	0	0

Liquor Law Violations	0	0	0	0	0	0	0	0	0
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Golden Isles Site

Type of Offense	On-Campus			Non-Campus Building			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Arrests and Referrals for Disciplinary Action									
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Hazlehurst Site

Type of Offense	On-Campus			Non-Campus Building			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Arrests and Referrals for Disciplinary Action									
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Jesup Site

Type of Offense	On-Campus			Non-Campus Building			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Arrests and Referrals for Disciplinary Action									
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Waycross Campus

Type of Offense	On-Campus			Non-Campus Building			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Arrests and Referrals for Disciplinary Action									
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Student Reports on AlcoholEdu

EverFi AlcoholEdu is not mandatory for students. *(EverFi is no longer being used 08/02/2021)*

Student Report for FY2018			
Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	2	2	2

Student Report for FY2019			
Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	0	0	0

Student Report for FY2020			
Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	0	0	0

Student Report for FY2021			
Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	0	0	0

Judicial Hearings

The Vice President for Student Affairs is the chief administrator for handling the disciplinary procedures for the college.

Disciplinary Hearing Results FY2018						
Type of Hearings	Number of Students	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings
Alcohol	0	0	0	0	0	0
Drugs	0	0	0	0	0	0

Disciplinary Hearing Results FY2019						
Type of Hearings	Number of Students	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings
Alcohol	0	0	0	0	0	0
Drugs	0	0	0	0	0	0

Disciplinary Hearing Results FY2020						
Type of Hearings	Number of Students	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings
Alcohol	0	0	0	0	0	0
Drugs	0	0	0	0	0	0

Disciplinary Hearing Results FY2021						
Type of Hearings	Number of Students	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings
Alcohol	0	0	0	0	0	0
Drugs	0	0	0	0	0	0

Employee Training /Staff Development

The faculty and staff of the College are encouraged to continue professional growth by updating knowledge and skills. Annually, a staff development plan (Form 503) is jointly developed by all full-time faculty, staff and the supervisor. The plan will focus on increasing knowledge and skills, not accomplishing tasks or work. The President must approve these plans.

Documentation of staff development during the year must be completed on a Report of Staff Development Form as soon as the staff development is completed. This report must be signed by the immediate supervisor and forwarded to the Office of Institutional Effectiveness & Research. All credit course documentation must include a transcript or grade report.

All staff development must be completed and documented by June 30 of each year. A monthly report of total hours completed will be sent to each supervisor. If the staff development hours are not completed and documented by June 30, the President may give the employee a provisional contract. (Reference State Policy IV. D.)

2018, 2019 , 2020 and 2021 Mandatory Offerings: LawRoom and Others	
Training	Dates
Preventing Harassment & Sexual Violence	Within 30 days of hire for new hires
LawRoom Bloodborne Pathogens-	annual
LawRoom Harassment: Sex, Religion & Beyond-	annual
LawRoom Hazmat: What you need to know-	annual
LawRoom-Drugs & Alcohol at Work	annual
Accessibility Training-TCSG	annual
Human Trafficking	Once during your employment

Behavioral Intervention Training	annual
Georgia Campus Carry	annual
Sexual Harassment Prevention	annual

Coastal Pines Technical College Grievance Procedure Policy

Coastal Pines Technical College is in compliance with the rules and regulations for the administration of Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the Amendments of 1976, Public Law 83-318, as amended by Section 3 of Public Law 93-568, Title VI, Section 504 of the Rehabilitation Act of 1973, and Public Law 101-336, The Americans with Disabilities Act of 1990.

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

Although a formal process is in place to address grievances, an opportunity will be provided to resolve the complaint informally through meetings with faculty/staff and student(s) and /or the appropriate director or coordinator as designated in the policy. All parties to the complaint will be protected from retaliation. All written complaints and information obtained by impartial inquiry will be kept confidential.

Student Grievances: [Grievances - MyCPTC | coastalpines.edu](https://www.coastalpines.edu/grievances)

Title IX Information: [Equal Opportunity Institution | coastalpines.edu](https://www.coastalpines.edu/equal-opportunity)

Document Retention

The Vice President for Student Affairs or designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or the technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Employee and Student Complaints

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX, ADA & Section 504 Coordinators for Students:

- Cathy Montgomery, Counseling & Special Services Director, CPTC, 3700 Glynco Pkwy, Brunswick, Georgia 31525, 912.262.9995, cmontgomery@coastalpines.edu

Title IX, EEO & AA Coordinators for Employees:

- Katrina Howard, Human Resources Director, CPTC, 1777 West Cherry St, Jesup, Georgia 31545, 912.427.5876, khoward@coastalpines.edu
- Brittany Coleman, Human Resources Coordinator, CPTC, 1701 Carswell Ave, Waycross, Georgia 31503, 912.287.4098, bcoleman@coastalpines.edu

Employee Complaints

Any complaints filed against employees should be directed to:

- Katrina Howard, Human Resources Director, CPTC, 1777 West Cherry St, Jesup, Georgia 31545, 912.427.5876, khoward@coastalpines.edu

The Director of Human Resources or designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against an employee. The Director of Human Resources will also retain records of any disciplinary appeals filed by the affected employee, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Important Resource Links

Behavior and Intervention Team

Link: <http://www.coastalpines.edu/BIT/>

Clery Act & Crime Statistics

Link: [2020 Annual Security Report - Revised.pdf \(coastalpines.edu\)](#)

College Catalog

Link:

<http://coastalpines.smartcatalogiq.com/en/2017-2018/Catalog-Student-Handbook>

<http://coastalpines.smartcatalogiq.com/en/2018-2019/Catalog-Student-Handbook>

[General Catalog 2019-2020 \(coastalpines.edu\)](#)

[2021-22 PDF \(coastalpines.edu\)](#)

Drug Free Campus Program

Link: <http://www.coastalpines.edu/services/drug-free-campus-program/>

Employee Information

Link: <http://www.coastalpines.edu/faculty-staff/>

Emergency Protocol

Link: <http://www.coastalpines.edu/emergency-protocol/>

Grievances

Link: <http://www.coastalpines.edu/grievances/>

New Student Orientation Guide

Link: [Summer 21 Handbook.pdf \(coastalpines.edu\)](#)

MyCPTC (student information)

Link: [About MyCPTC - MyCPTC | coastalpines.edu](#)

Student Health & Wellness Guide

Link: <http://www.coastalpines.edu/mycptc/health-wellness-safety-prevention/>

ADA Accessibility

Link: [ADA Accessibility | coastalpines.edu](#)